MEMORANDUM FOR ALL ENGINEERING AND DESIGN DIVISION PERSONNEL

Subj: 1999 DESIGN DIVISION INFORMATION TECHNOLOGY STRATEGIC PLAN and 1999 COMPUTER COUNCIL GOALS

Encl: (1) 1999 Engineering and Design Division Information Technology Strategic Plan

1. The Engineering and Design Division has the unique distinction of being the division closest to the source of LantDiv's core product -- plans and specifications. The Division is further recognized for its technical competence and use of technology. These traits raise outside expectations of our capabilities and place us in a position of leadership, responsibility and control in the life our documents will have downstream. For these reasons it is incumbent upon the Division to continue to employ key information technology in our business. To further emphasize our shift in focus, we are renaming our *Engineering and Design Division Automated Systems Support Group* to the *Engineering and Design Division Information Technology (IT) Support Group*.

2. This past year marked a major technological milestone for the Design Division. Our first complete in-house design EBS (Electronic Bid Set) was electronically signed and solicited on CD-rom. No paper or mylar prints were required. This accomplishment, however, had numerous successful individual components including *DeSign*, a custom electronic signature application written by Brian Crowder (Code 402), specifications conversion techniques (Mark Blaha), CAD conversion tecniques, LantDiv Logo CD's (Al Benas), and CD recording technology. As a result of this innovation, NAVFAC HQ has issued an EBS policy founded on the LantDiv format. Many business practices can now be streamlined and we are already seeing new PC council goals emerge as a result of these technologies. Thanks to the Archive Council and everyone else for their dedicated work and support.

3. Other notable 1998 accomplishments included successful testing of networked based CAD operations, conversion of all PC's to Office 97/Outlook, growth and enhancement of the Design website, Y2K DIS compliance testing and certification, and our ongoing 20% per year PC modernization effort.

4. 1998 was a "development" phase that introduced many new core technologies and established the infrastructure required for further advancement. In 1999 a theme of "implementation" will emerge where these technologies are further introduced into daily use, making information more organized and available to the widest audience. Our new IT Vision and Mission statements coupled with our new IT Strategic Business Plan (Encl. 1) reflect this shift.

5. In 1999 we expect to see significant benefits from the introduction of our own Design Intranet which will serve as a centralized wealth of shared Design Division resources.

Beyond, or maybe across, the Intranet, we will extend the availability of our EBS documents to everyone's desktop as they are released, further promoting our paperless initiative while incorporating value added features to our core product. We also expect to streamline CAD production by moving to a network based management system. This goal is crucial for improving designer collaboration, design accessibility, standards adherence, and backup operations.

6. The PC Council is our conduit for realizing new goals. This year we have some new members and leadership to attack these fresh initiatives. We applaud the outgoing members for their contributions and welcome the new. The new structure follows with the chairperson in **BOLD** letters:

CODE	PC COUNCIL	MIS COUNCIL	CADD COUNCIL
01	Tim Davidson		
15	John Lynch		
04	Bill Crone	**Al Benas**	
04	George Malamos	Steve Geusic	
04		Sharon Wheeler	
04A3	Patty Brown	Brie Larrabee	George Malamos
401	Ray Bunch	Ray Bunch	Tom Dinwiddie
402	Rick Waller	Bernie Deneke	**Rick Waller**
402			Don Anderson
403	Brian Cooper	Brian Hall	Tom Hernandez
404			Rick Stephens
405		Sonny Harrison	Paul Steele
406	**Susan Hauser**	Mark Blaha	David Vann
407			Marvin Barnes
408			Dan Rice
411			

7. We continuously seek suggestions and methods to streamline our operations to make us more efficient and cost effective. As the end user of our information technology systems, you have thoughts, opinions and suggestions for improvements that we greatly need and value. Please bring these suggestions forward and contribute your time and talents to the accomplishment of our 1999 Design Division IT Goals. Thanks to All!

W.H. Crone, P.E.
Director
Engineering and Design Division

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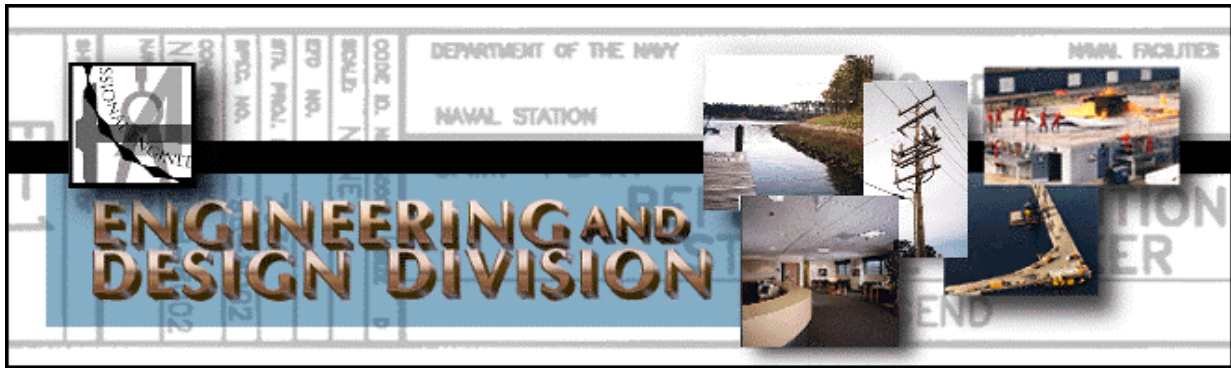
ENGINEERING AND DESIGN DIVISION
INFORMATION TECHNOLOGY
STRATEGIC PLAN

FEBRUARY 1999

VISION

A work environment where documents, CADD drawings, and other relevant Engineering and Design Division products are electronically maintained with the most efficient automated design, drafting and archiving systems, and where they are organized and made available on-demand to the appropriate client.

MISSION

Employ available information technology to improve the efficiency and effectiveness of every employee in the Engineering and Design Division while strategically positioning us for the future. Continually pursue potential innovations by targeting business processes and incorporating viable state-of-the-art technology. This responsibility includes leadership in training, applications software development, database creation and pro-active management and quality-driven engineering tool enhancements to benefit our clients and us.

1999 IT GOALS

	PC	MIS	CADD	DATE
COUNCIL LEAD				

1. Target 25% replacement of hardware/software. — **PC: X** — **DATE: 9/99**

2. Implement network based AutoCADD support functions with central storage and backup of drawing files. [Network installation of AutoCADD will be a follow-on goal.] — **CADD: X** — **DATE: 10/99**

3. Convert BBS information to Website. — **MIS: X** — **DATE: 10/99**
   [Follow-on goal will provide search capabilities.]

4. Provide policy for "online" work request folder use. — **MIS: X** — **DATE: 5/99**

5. Complete written policies and conduct training including SOP and instructions for the in-house EBS process and archiving. — **CADD: X** — **DATE: 4/99**

6. Introduce EBS system to the A/E community for electronic project solicitation. — **CADD: X** — **DATE: 9/99**

7. Evaluate and begin implementation of Intranet to include Code 04 forms, policies, instructions, and others as needs arise. — **MIS: X** — **DATE: 3/99**

8. Modify A/E fee to include Parametric Cost Estimate/FACD and new Asbestos/Lead Costs. — **MIS: X** — **DATE: 6/99**

9. Evaluate alternative CADD software for 3-D modeling and purchase software. — **CADD: X** — **DATE: 8/99**

10. Develop an online storage and retrieval database system for digital photographs. — **CADD: X** — **DATE: 12/99**

11. Integrate Code 04/Code 02 electronic fee systems to allow fee estimate/as-negotiated fee data exchange. — **MIS: X** — **DATE: 6/99**

12. Make EBS documents available via Internal LAN/WAN. — **PC: X** — **DATE: 2/99**

13. Standardize and distribute electronic design *Comment Form* among LANTOPS reviewers. — **PC: X** — **DATE: 4/99**

14. Combine existing "DIS module work" with NAVFAC "EFD number module" to facilitate logging/retrieval of archived CD data. — **MIS: X** — **DATE: 5/99**

15. Develop DIS programming to download, store and retain the connection of multiple A/Es to the same JO No. [Revise viewing screens as a follow-on goal.] — **MIS: X** — **DATE: 5/99**

16. Review DIS for potential overhaul to the new client/server technology. — **CADD: X** — **DATE: 9/99**

1998 COUNCIL GOALS REVIEW

Objective	Status
1. Implement printing of PDF files at DPS.	**GOAL COMPLETE**
2. Automate signature process for PDF drawing files.	**GOAL COMPLETE**
3. Incorporate DIS data for transfer of archive related data.	Original goal was complete, but not implemented due to combination of EFD drawing number module. Incorporate revised focus into 1999 Goals.
4. Implement archive hardware/ software solution. Renovate 04A1 archive area. Train in-house staff on archive process.	**GOAL PARTIALLY COMPLETE.** Goal delayed due to introduction of EBS initiative. Goal reinstated for 1999
5. Update electronic review comment process. Create central location on network for comments.	**GOAL COMPLETE**
6. Implement new 04-password system for DIS.	**GOAL COMPLETE**
7. Target 20% replacement of hardware.	**GOAL COMPLETE**
8. Develop Code 04 Web Page; integrate Bulletin Board with Web Page. Develop review & approval process for data on Web Page.	**GOAL COMPLETE**
9. Convert all PCs to Office 97/Outlook for one central email and calendar system replacing DaVinci, Banyan, and On-time. Provide training.	**GOAL COMPLETE**
10. Convert network server software from Netware to NT Server.	**GOAL COMPLETE**
11. Continue dialogue with NAVFAC CIO office to ensure compatibility and commonality in using hardware/software.	**GOAL COMPLETE** - Gained good rapport w/ CIO during LantDiv's EBS initiative and EBS Conference. This goal will be eliminated in the future since it is routine and ongoing.
12. Respond to the Request Log comments in a timely manner.	**GOAL COMPLETE -** This goal will be eliminated in the future since it is routine and ongoing.
13. Develop and test a centrally AutoCAD design.	**GOAL COMPLETE**
14. Modify A/E Fee to include Parametric Cost Estimate.	No Progress. Goal moved to 1999 Objectives.
15. Evaluate the use of raster data (pictures)	**GOAL COMPLETE**
16. Investigate conversion of all work request folder (wrf) paperwork and information to PDF format for complete electronic storage and utilization.	**GOAL COMPLETE**
17. Manage 04 Web pages	**GOAL COMPLETE -** This goal will be eliminated in the future since it is routine and ongoing.